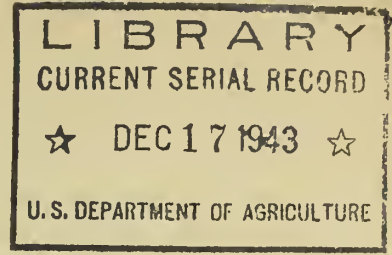


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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



November 24, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 24

Supplement A

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Submission of Purchase Plans prior to changes in Allocations

Procurement Memorandum Number 6 has been discussed with the Office of the Deputy Director in Charge of Procurement Coordination and has been clarified by that office as follows:

1. The meetings for the purpose of discussing a proposed allocation will be arranged by Mr. Reed and will be held only when, in his opinion, there is a controversial matter concerned.
4. When and if a meeting is held, it will be necessary to have a purchase plan prepared which encompasses the proposed allocation. This may be an old, new or modified plan, but must cover both the time and quantities of the proposed allocation.

Whenever a new allocation or an amendment to an existing allocation is approved by the Requirements and Allocations sub-committee, the commodity representative shall immediately prepare a modified purchase plan based upon the proposed quantities. This plan shall be forwarded to the Analysis and Reports Section in accordance with the instructions set forth in Special Commodities Branch Memorandum Number 24, and shall be accompanied by an extra copy for transmittal to Mr. O. M. Reed. The Analysis and Reports Section shall prepare a memorandum for my signature, which shall indicate that this plan is based upon a proposed allocation or amendment to an existing allocation and shall request that we be notified if a prior meeting is to be held in accordance with Procurement Memorandum Number 6.

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This memorandum and the extra copy of the plan shall be forwarded to Mr. Reed and the other copies of the plan shall be retained in the Analysis and Reports Section until notification of approval or disapproval of the proposed allocation is received.

If the allocation is approved by the Administrator in the same form as proposed, the Analysis and Reports Section shall distribute the remaining copies of the purchase plan in accordance with established procedure. If not, all copies shall be returned to the purchase representative for modification as indicated by the approved allocation.

Purchase plans are currently being maintained for the following commodities:

Nicotinic Acid	Ascorbic Acid
Riboflavin	Thiamin
Green Coffee Beans	Soluble Coffee
Salt Fish	Canned Fish
Tea	Carotene
Ascorbic Acid Tablets	Multi-Vitamin Tablets
Citric Acid	Vitamin A
Active Dry Yeast	Nutritional Yeast
Army Biscuits, Type C	Spices

In addition to the commodities listed above, purchase plans will be prepared for any commodities which become difficult to procure or become subject to an allocation and for which we have requirements. The instructions contained in Special Commodities Branch Memorandum Number 24 are superseded by this memorandum only to the extent of conflict therein.

H. E. Allen